

CITY OF FREDERICKSBURG, VIRGINIA
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
P. O. BOX 7447
FREDERICKSBURG, VA 22404
(540) 372-1179

APPLICATION FOR HOME OCCUPATION PERMIT

Date of Application _____ Check # _____ (Fee \$30) Permit # _____

Name of Applicant _____ Telephone _____

Address of Home Occupation _____

Name of Property Owner _____

Address of Property Owner _____

Description of Home Occupation (Be Specific) _____

CERTIFICATION

I certify that I am a bona fide resident of the premises identified above; have read and understand the conditions on the reverse side of this form; and I can and will comply with each condition **WITHOUT EXCEPTION**. I further certify that all of the information provided herein is complete and correct to the best of my knowledge and belief.

Signature of Applicant

Date

As owner(s) of the above property, I hereby authorize the use of said premises for operation of the home occupation as described above.

Signature of Property Owner (Agent)

Date

If approved, this permit shall be valid until such time that the permittee ceases operation of the home occupation or no longer resides on the premises. No permit shall be assigned or transferred to another person. The Zoning Officer shall have the authority to revoke any Home Occupation Permit upon thirty (30) days prior written notice to the permittee that the Home Occupation on the premises is being conducted in violation of the provisions of this Section and upon the permittee's failure to correct such violation within said thirty (30) day period. Revocation of such permit shall not preclude or limit the Zoning Officer from seeking other remedies for zoning violations available under this Chapter.

HOME OCCUPATION PERMIT IS HEREBY:

_____ Approved _____ Denied _____ Other _____

Date

City Reviewing Agent/Zoning Officer

A Home Occupation as envisioned in Sec. 78-71 of the City Code, is defined as follows: Any occupation other than that of operating a beauty parlor, barber shop, convalescent or nursing home, tourist home, massage parlor or similar establishment offering services to the general public, carried on by a member of the family residing on the premises in connection with which there is kept no stock in trade nor commodity sold upon the premises, no person is employed other than a member of the family residing on the premises and no mechanical equipment is used except such as is customary for purely domestic or household purposes.

Permitted Home Occupations **SHALL INCLUDE**, but not be limited to: (1) artists and sculptors, (2) authors and composers, (3) tailors, dressmakers and seamstresses, (4) home crafts, such as model making, rug weaving, lapidary work, and ceramics, and (5) schools of special education (e.g., music, art).

Home Occupations **SHALL NOT INCLUDE** the following: (1) antique shops, (2) barber shops or beauty parlors, (3) nursing or convalescent homes, (4) tourist homes, bed and breakfast establishments, or rooming or boarding houses, (5) massage parlors or similar establishments, (6) eating establishments, (7) gift shops, (8) repair services or personal service establishments, except as otherwise permitted by this Section, (9) riding or boarding stables or kennels, (10) veterinary hospitals, (11) private clubs, (12) engine, or similar repair shops.

HOME OCCUPATION CONDITIONS

All Home Occupations shall be subject to the following conditions/limitations. Please read and initial each item to indicate that you have read and understand its significance. The Zoning Officer will be pleased to explain any conditions.

- ☐ 1. The use of the dwelling unit for a home occupation may only be an accessory use, as defined in Section 14-76 of the City Code.
- ☐ 2. The home occupation must be conducted entirely within the dwelling unit.
- ☐ 3. The home occupation must be conducted by persons whose principal residence is on the premises.
- ☐ 4. No employees, paid or unpaid, shall be involved in the home occupation, except for persons whose principal residence is on the premises.
- ☐ 5. There shall be no evidence on the exterior of the premises or visible from the exterior of the premises that the property is used for any purpose other than a dwelling unit.
- ☐ 6. No signs shall be permitted.
- ☐ 7. No sale of merchandise, equipment or materials, outside storage, or display shall be permitted.
- ☐ 8. No audible noise, detectable vibration, or odor shall extend beyond the confines of the premises, including transmitted through vertical or horizontal party walls.
- ☐ 9. Classes for students or meeting with clients or customers, including delivery of materials incidental to such activities shall not exceed five (5) persons per day nor more than three (3) persons at any one time; provided, however, that occasional special events associated with such activities, such as graduations or recitals, may be permitted by the Zoning Officer.
- ☐ 10. No more than twenty-five percent (25%) of the floor area of the dwelling unit, excluding attached garages, shall be used to conduct the home occupation.
- ☐ 11. No more than twenty (20) square feet of the total floor area of the principal dwelling shall be used for storage. The storage of hazardous materials shall be prohibited.
- ☐ 12. No parking spaces shall be added on the premises for customers, clients, or students of the home occupation. No motor vehicle used by such persons shall be parked at any place on the premises except as shown on the home occupation application schematic filed in accordance with the Home Occupation Ordinance upon request of the Zoning Officer.
- ☐ 13. No electrical or mechanical equipment shall be employed other than machinery or equipment customarily used in the home and associated with a hobby or avocation.
- ☐ 14. No person shall conduct a home occupation without obtaining the appropriate business, service, or occupational license required by law and issued by the City Commissioner of the Revenue.

****BE SURE TO CONTACT THE COMMISSIONER OF THE REVENUE IN ORDER TO OBTAIN YOUR BUSINESS LICENSE****